

CHAPTER FOUR

Preparation

“Nothing is really work unless you would rather be doing something else.” - James M. Barrie

Look for a job that matches your interests, personality and training. Start by registering at your local Department of Workforce Services Employment Center. A list of locations is in Appendix A on page 99.

Job seekers can register at a local Department of Workforce Services Employment Center to receive information about job openings or apply for any jobs listed. A work registration form is available at the Employment Center. The form asks the job seeker to select four areas of work they are qualified to perform. The Employment Center will notify them by telephone, e-mail, or mail when a job opening is available that matches the job seeker's skills. Job openings are posted on the DWS Internet home page (<http://www.dws.state.ut.us/>) and are also posted on the job bulletin boards in each Employment Center. These jobs are separated into categories such as trades, clerical, sales, etc., to help job seekers target their areas of interest.

Each of the department's employment centers has a self-help “Job Connection” room or area where a job seeker can use a computer and other resources. Computers may be used to search for employment opportunities via the Internet, create and post an on-line resume, create or update a traditional (paper) resume, explore career options and interests, or gather information on different occupations. In

addition, a phone, copy machine and FAX machine are available for use in a job search.

Openings available through the department reflect a wide range of jobs in the economy representing a variety of industries and occupations. Both private and government employers use the Department of Workforce Services, for listing job opportunities. Jobs can range from unskilled to highly technical, and can be permanent, part-time, or temporary.

There are some things you will need before you begin and other things you will find you need as you progress through your search. Some of them are provided in this book, but for others you may need to make a trip to the library, a school's career center and/or make some telephone calls. And don't overlook the Internet. Most companies, agencies, and colleges have their own web sites. You can also access a tremendous amount of labor market information on the Internet. Start with the Economic Information page on the Department of Workforce Services' web site: <http://wi.dws.state.ut.us/> .

The process of finding a good job or a career is virtually a job itself. You must be willing to dedicate time, energy, and creativity to your search. It is important to realize that you will most likely spend at least eight hours, five days a week for twenty or thirty years doing your job. Therefore, it is well worth the effort to work hard during your job search to ensure the job you select is something you want to spend your time doing. Looking for a job can become depressing and frustrating. It is important to focus upon positive aspects of your situation throughout your job search; don't dwell on things you can't control.

make a start

It is not uncommon for people to believe they do not have any skills or to be confused and afraid of making a career decision. Many people do not know what kind of job they want or even what kinds of jobs exist in the labor market.

what do I want - career decisions

There is an enormous amount of information directed toward people making career decisions. It is very important to find out what jobs will be in demand in the future, the amount of education and training required for the job, the working environment, the average wage, and the actual day-to-day duties of the job. This type of information is available in the library, at local Workforce Services Employment Centers, on the DWS web site above (under Economic Information), and in school career centers. Some specific publications that may help you attain this type of information include:

◆ Job Outlooks in Brief

These very short publications contain lists of the most prevalent jobs, arranged by training level for Utah and nine sub-state areas as well. The occupational information provided includes the average wage range and annual average job openings. It also contains the names of other resources for more information. Contact the Utah Department of Workforce Services at 801 526-9786 for a free copy of this publication or any of the sub-state areas, or pick one up at any Department of Workforce Services Employment Center. All are also available in their entirety on the Internet: wi.dws.state.ut.us.

◆ Utah's Career Guide for Adults

This guide features articles on choosing a career, educational short-cuts, financing an education and finding a job to fit your personality type and goals. It also contains a career chart for approximately 200

occupations listing the nature of the work, employment outlook, approximate starting salary, and training requirements. Contact the Utah Department of Workforce Services at 801 526-9786 for a free copy of this publication or any of the sub-state areas, or pick one up at any Department of Workforce Services Employment Center.

*“Success is getting what you want;
happiness is wanting what you get.”*

- Dale Carnegie

ChoicesTM

Many tools are available on computers to help you make career decisions. For example, *Choices* is a computer-based system, available for customer use on all Job Connection area computers, that provides information about occupations and educational institutions. *Choices* has national, state and regional information on civilian and military occupations, educational institutions and training programs, and financial aid. In addition, there are on-line assessments to help individuals identify their career interests, and their transferable work skills. There are also hyperlinks to web resources such as job banks, professional organizations, scholarship searches, postsecondary institutions, and more. In addition, the Career Area Interest Checklist has been incorporated into *Choices*. The Checklist is designed to help users assess their interests in broad clusters of occupations. A report listing the user's career areas of high interest, as well as *Choices* occupations related to those career areas, is generated after the user completes the checklist.

Each profile of a primary occupation in *Choices* begins with an occupational description. Other data elements in the profile are organized into 12 topics: education and training required, physical

demands, temperaments, earnings, aptitudes, career areas, employment and future outlook, Holland Types, fields of work, physical activities, hours/travel, and environment. Users can access informational profiles of both civilian and military occupations; *Choices* has profiles of almost 700 primary occupations and it references over 2,500 similar occupational titles and descriptions.

Choices allows users to explore for occupations. A sorting function provides users with a way to examine how their interests, expectations, educational aspirations, and other personal factors influence the range of occupational opportunities available to them. Users enter search factors that describe their needs and interests, and the system will generate a list of occupations that match the search factors. However, *Choices* also provides direct access to the system's occupation and school profiles, and many of their web sites, without requiring a user to complete an interest inventory or other type of exercise.

For more information, contact: *Utah Choices*
1-800-733-7887
UTChoices@aol.com

documentation

You must have **one** of the following documents to be hired in Utah:

- U.S. Passport
- Certificate of U.S. Citizenship
- Certificate of Naturalization
- Valid Foreign Passport which contains - "Employment Authorized" stamp - Form 1-94 with "Employment Authorized" stamp
- Alien Registration Receipt Card or Resident Alien Card with Photograph

- Temporary Resident Card
- Employment Authorization Card

OR

You must have **two** of the following documents (one to establish identity and one to establish eligibility for employment):

- A state issued driver's license or ID with a photograph, or information including name, sex, date of birth, height, weight, and color of eyes
- Military Dependents ID Card
- U.S. Coast Guard Merchant Mariner Card
- U.S. Military Card or draft record
- School ID card with a photograph
- Voter registration card
- ID card issued by federal, state, or local government agencies or entities
- Native American tribal document
- Driver's license issued by a Canadian government authority
- Original Social Security Number Card (other than a card stating it is not valid for employment)
- Unexpired INS Employment Authorization such as forms 1-327, 1-571, 1-197, 1-79
- Certificate of birth issued by state, county, or municipal authority bearing a seal or other certification
- US Citizen ID card

You should contact government offices that provide the paperwork you need and ask questions such as the cost of their services, the hours they are open, and/or documents you may be required to bring with you prior to driving around to gather the paperwork necessary to get a job. Here are basic instructions for acquiring the three most commonly used verification documents:

Social Security Card - Apply for this card at your local Social Security office before applying for jobs. It is issued by the U.S. Social Security Administration.

Birth Certificate - Contact the health department of the county where you were born or your state's vital records department.

Driver's License - Contact the Department of Highway and Motor Vehicles, Driver's License Division.

Some jobs require a license, certification or other type of registration. Accountants, attorneys, cosmetologists, teachers, embalmers, nurses, engineers, physicians, and many others must be approved by various Utah Boards. Employers may require you to show proof of certification or application to become certified before they will hire you for these jobs. Contact the Department of Commerce, Division of Occupational and Professional Licensing: 801 530-6628 or on the Internet at www.commerce.state.ut.us/dopl/dopl1.htm. (See Appendix D for details about licensed occupations in Utah.)

Notes

